

Approved For Release 2001/03/04 : CIA-RDP81-00142R000500070005-8

16 AUG 1978

DD/A Registry
File Personnel-15

MEMORANDUM FOR: Director of Central Intelligence

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Recruitment

REFERENCE : Memorandum to DCI fr D/Pers, dated 24 July 1978,
same subject1. Action Requested: None; for your information only.2. Background: You asked that we include a column entitled, "Percent of Referrals" to the figures set out in paragraph 3 of the reference. It follows:

STATINTL

Of the [REDACTED] applications referred, [REDACTED] (25.4%) were accepted for employment, i.e., "put in process," by Directorates as follows: STATINTL

Put In ProcessPercent of ReferralsDCI
ICS
NFAC
S&T
DDA
DDO
CTP

STATINTL

We were unable to break the applicant referral figure out by Directorate, except for minorities. Therefore, the figures found in the "Percent of Referrals" column were arrived at by dividing the "Put in Process" figures by the total referral figure of [REDACTED]

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STATINTL

(Signed) F. W. M. Janney

F. W. M. Janney

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DD/A-3-3-3-3

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24 JUL 1978

78-25373

31 JUL 1978

MEMORANDUM FOR: Director of Central Intelligence

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Recruitment

REFERENCE : Memo to D/Pers fr DCI dtd 17 Jul 78,
subj: Recruitment and Career Guidance

1. Action Requested: None. This memorandum is in response to paragraphs 1 and 2 of reference. Paragraph 3 of reference is being answered separately.

2. In the first paragraph of the reference you asked for the number of applications submitted by our recruiters and the number accepted by the Directorates. From 1 January 1977 through 30 June 1978, our recruiters submitted [redacted] complete professional and technical applications. In addition, the Office of Personnel forwarded to the Directorates [redacted] resumes and full applications from write-in's and referrals, for a total of [redacted]. Since we frequently send the same application to more than one Directorate, we do not keep statistics on the numbers referred to each Directorate, except for minorities.

3. Of the [redacted] applications, [redacted] were accepted for employment, i.e., "put in process," by Directorates as follows:

DCI
ICS
NFAC
S&T
DDA
DDO
CTP

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90 referrals

Leave most of the go to DDO?

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ROUTING AND RECORD SHEET				
Approved For Release 2001/03/04 : CIA-RDP81-00142R000500070005-8				
SUBJECT: (Optional)				
FROM: Director of Personnel 5 E 58 HQ		EXTENSION	NO. <i>ER 78 2037 / 1 4/2</i>	
			DATE <i>24 JUL 1978</i>	
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. Executive Officer, DD/A	<i>7/25</i>			<p>Sir:</p> <p>You asked me to provide you with certain statistical data in regard to our recruitment program. Our response is attached at Tab A.</p> <p>You also asked for information concerning the kind of program we have in the various Directorates to give career guidance to employees. Our response is attached at Tab B.</p> <p>STATINTL</p> <p><i>[Redacted Signature]</i> F. W. M. Janney</p> <p><i>See DCI's memo 31 July 78</i></p> <p><i>10 - Action per DC request & D/Pas Discussion.</i></p>
2. Associate DD/A				
3. Deputy Director for Administration	<i>25 JUL 1978</i>		<i>[Signature]</i>	
4.				
5. Deputy Director of Central Intelligence	<i>26 JUL 1978</i>		<i>[Signature]</i>	
6.				
7. Director of Central Intelligence	<i>31 JUL 1978</i>		<i>[Signature]</i>	
8. <i>EO/DDA</i>	<i>7/31</i>			
9. <i>D/Pas</i>			<i>[Signature]</i>	
10. <i>DD Pas / RTR</i>				
11.				
12.				
13.				
14.				
15.				

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Executive Registry	DD/A Registry
78-2037	78-2792
File	ERS-15

17 July 1978

MEMORANDUM FOR: Director of Personnel
FROM: Director of Central Intelligence
SUBJECT: Recruitment and Career Guidance

1. Can you give me a statistical breakdown of the number of new hire applicants processed by recruiting versus the number accepted by the Directorates for employment; within that number, the number of each type of minority; and a breakdown of each of the previous statistics by Directorate, i.e., what percentage of applicants referred to each Directorate were accepted as an overall figure and by minorities.

2. I'd appreciate either a memo or a brief talk with our chief recruiter on how we handle ourselves on college campuses. Two things are of particular interest to me:

a. Do we go on the campuses during the normal "career days" type activity when commercial firms set up booths and recruit?

b. Do we get to the college campuses, especially those from which we are particularly anxious to recruit because they have people with qualifications we are anxious to obtain, early in the game, i.e., in the fall rather than well into the spring when the students have pretty well cast their lot?

3. What kind of a program do we have in the various Directorates to give career guidance to our employees? If I'm a brand new GS-05 secretary, how do I get advice as to what I must learn in order to progress up the scale? How do I know what I can aspire to over a career with the Agency? Do we have specific guidance counselors? If so, how are they selected, what grades do they usually hold, etc.?

STATINTL

STANSFIELD TURNER

cc: DDCI
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DD/A Registry

78-2792/2

MEMORANDUM FOR: Director of Central Intelligence

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Career Guidance

REFERENCE : Memo fr DCI to D/Pers dtd 17 Jul 78, subj:
Recruitment and Career Guidance

1. Action Required: None. This memorandum is in response to paragraph 3 of reference requesting information relative to the career counseling services available in the Agency. Paragraphs 1 and 2 of reference are being answered separately.

2. Discussion: Career counseling has always been a viable service in the Agency but was given formal status and visibility in 1973 in response to a recommendation of the Personnel Approaches Study Group. Their recommendation was incorporated in the regulations in [REDACTED] which requires the Heads of the Career Services to create a Career Service-wide counseling program to provide:

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a. Counseling for employees when recommended in the course of the evaluation process.

b. A visible counseling service where employees may go on their own initiative for career guidance and job assistance.

3. Each Career Service has included specific information relative to the career counseling services of that Directorate in its Personnel Handbook. These Handbooks are either given to each of the employees of the Career Service or are readily accessible for reference at identified

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places, such as with supervisors. In addition, copies are maintained in the Office of Personnel component (Staff Personnel Division) which provides counseling and guidance. The Handbooks include identification by title and telephone number of the officially designated counselors. Attached is a precis of the material on this subject in each of the Handbooks.

4. Career counselors of the Career Services are either senior officers of the individual components or officers specifically identified as Career Management Officers for the Career Services or subgroups. The grades of the officer vary, but are usually in the GS 14-16 range as representing long experience in Agency activities. Component personnel officers are also identified as sources for obtaining counseling services. In addition to the identification of the designated counselors, all the handbooks note that it is a primary responsibility of line supervisors to provide counseling and guidance to employees.

5. Also available to all employees are Developmental Profiles which are basic descriptions of the career tracks of the various disciplines or professions of the Agency. They are developed by the Career Services or subgroups, as appropriate, and are available either through publication in the Handbooks or by distribution to supervisors and counselors. These Profiles are also available in the Staff Placement Division of the Office of Personnel. In addition to the Directorate level services, career counseling and guidance is provided by SPD on an Agency-wide basis. Employees entering on duty are advised at their EOD briefings of this source for counseling, the responsibility is discussed at the various management courses, and the Handbooks also identify SPD as the office providing information and career counseling, assignment information and related guidance across Career Service lines.

6. In support of the counseling activities the Office of Training offers a course for counselors or other employees having any involvement with counseling responsibilities. The pilot running was in July 1974; the 18th course will be offered in September 1978. The course is offered four times a year and is attended by three employees selected by each of the four major Career Services. It gets very good reviews from the attendees.

7. While there have been secretarial and clerical panels operating in some Career Services or subgroups for several years, the DDCI's memorandum of 13 April 1978 makes panel structures for the management

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of these employees an Agency-wide policy. There is now a Career Service level Secretarial Panel in each Directorate responsible for the career management, development, competitive evaluation and assignment of secretaries in grades GS-08 and above. Panels are established in all Career Service subgroups to perform the same functions for the secretarial personnel in grades GS-07 and below and for all clerical personnel. The expansion of the panel system ensures that all employees will be included in the counseling requirements of [REDACTED]. The members of the panels will offer sources for counseling in addition to the already established system of supervisors, career management officer, and other formally designated counselor personnel.

8. We believe all employees, new and old, officers and clerical, have available an abundance of sources for obtaining advice and guidance in developing a career plan.

(Signed) F. W. M. Jarney

F. W. M. Jarney

Attachments

Distribution:

Orig. - DCI
1 - DDCI
1 - ER
2 - DDA
2 - D/Pers
1 - OP/RS

25X1A

OP/P&C/RS [REDACTED]:kj (20 Jul 78)

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Deputy Director for Administration

1. Directorate of Administration counseling services are presented in the Directorate of Administration Personnel Management Handbook pages 18-20 Section VII.

2. The section describes the several categories of counseling available to employees including Job and Career-Related Counseling. The section also identifies by title and telephone extension those responsible for providing these counseling services. For Job and Career-Related counseling it identifies the Directorate Career Management Staff and lists their telephone extension.

3. Within the Offices of the DDA the number of officers involved in Job and Career-Related counseling varies among the offices from 1 to 22 with the Office of Communications having the greatest number.

4. The Directorate of Administration distributes the Personnel Management Handbook to the DDA Offices with instructions to advertise it widely. The format of the Handbook provides space for the addition of individual sub-group material on Job and Career-Related information and guidance.

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National Foreign Assessment Center

1. NFAC Counseling Services are presented in the Career Service Personnel Handbook, pages 23-25, Section VI, Employee Counseling.
2. The section describes the several categories of counseling available to employees among which are Job and Career-Related Counseling and Job Opportunity Counseling. The section also identifies by job title and telephone extension the officers responsible for providing these services and the Directorate level Job and Career-Related Counseling.
3. NFAC annually publishes in a Directorate Notice names and telephone numbers of all Directorate and Office Counselors.
4. NFAC will distribute its new, revised Handbook to each NFAC employee via computer generated routing sheets.

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Deputy Director for Operations

1. Directorate of Operations counseling services are presented in the Clandestine Career Service Personnel Handbook pages 23 and 24 section VIII, Career Counseling.

2. The section describes career counseling services provided in the Clandestine Career Service identifying the job title and telephone extension of those responsible for providing counseling.

3. The Directorate of Operations distributes the Personnel Handbook to the branch level with instructions that it be made available to every employee in the component. In addition, each supervisor is required to certify annually in writing that every employee has read the Personnel Evaluation System Handbook. The Handbook describes the Panel System and the criteria for promotion for each category and each grade.

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Deputy Director for Science and Technology

1. Counseling services in the Directorate of Science and Technology are presented in section X, pages X-1 through X-3 in the Personnel Management Employee Handbook.

2. The section describes the types of counseling and the responsibilities delegated at the supervisory level, the Office level and at the Directorate level.

3. The handbook has been widely distributed with over [REDACTED] copies distributed throughout the Directorate. The handbook is currently under revision and plans call for distribution to each employee.

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Executive Career Service

1. Job and Career-Related Counseling in the Executive Career Service are referred to in paragraph F page 2 and paragraph I. page 3 of the E Service Handbook.

2. Job and Career-Related Counseling is described as the responsibility of management personnel at all levels in general, and specifically the responsibility of the AO/DCI Personnel Officer.

3. The handbook is distributed to each member of the "E" Career Service.

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EXECUTIVE SECRETARIAT

Routing Slip

TO:		ACTION	INFO	DATE	INITIAL
1	DCI		✓		
2	DDCI		✓		
3	DD/RM				
4	DD/NFA				
5	DD/CT				
6	DD/A		✓		
7	DD/O				
8	DD/S&T				
9	GC				
10	LC				
11	IG				
12	Compt				
13	PA				
14	D/EE0				
15	D/Pers	✓			
16	AQ/DCI				
17	C/IPS				
18	DCI/SS				
19	ES		✓		
20					
21					
22					

SUSPENSE DATE:

Remarks:

D/Pers has action

25X1A

Executive Secretary

Date

3637 (4-78)

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	EO/DDA	7/17	
2			
3	A/DDA	17 JUL 1978	4
4			
5	DDA		7
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks:			
ACTION: D/OP (received direct copy)			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
UNCLASSIFIED			
CONFIDENTIAL			
SECRET			

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USE ONLY☐ CONFIDENTIAL☐ SECRET

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SUBJECT: (Optional)

DD/A Registry

FROM:

Director of Personnel
5 E 58 HQ

EXTENSION

NO.

DATE

24 JUL 1978

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. Executive Officer, DD/A

2. Associate DD/A

3. Deputy Director for
Administration

4.

5. Deputy Director of Central
Intelligence

6.

7. Director of Central
Intelligence

8.

9.

10.

11.

12.

13.

14.

15.

Sir:

You asked me to provide you with certain statistical data in regard to our recruitment program. Our response is attached at Tab A.

You also asked for information concerning the kind of program we have in the various Directorates to give career guidance to employees. Our response is attached at Tab B.

(Signed) F. W. M. Janney

F. W. M. Janney

Dist:

0 - Add
1 - DDCI
1 - ER
1 - DDA
1 - DD/Pers/R&P
1 - DD/Pers/P&C
2 - D/Pers (1 w/held)

OD/Pers/ [REDACTED] jmk (24 Jul 78)

STATINTL

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FORM
3-62

610

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EDITIONS☐ SECRET☐ CONFIDENTIAL☐ INTERNAL
USE ONLY☐ UNCLASSIFIED

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INSPECTOR GENERAL
78-4981

10 MAR 1978

DD/A Registry
78-1028

MEMORANDUM FOR: Director of Central Intelligence

VIA : Deputy Director of Central Intelligence

FROM : John H. Waller
Inspector General

SUBJECT : Transmittal of an Inspection Report on the
Washington Area Recruitment Office of the
Directorate of Administration's Office of
Personnel

1. Forwarded herewith is the inspection report of the Office of Personnel's Washington Area Recruitment Office. The Director of Personnel and the Deputy Director for Administration have reviewed and concurred in the report.

2. The Washington Area Recruitment Office of the Office of Personnel serves as both a walk-in facility for the recruitment of clerical and professional employees and as a home-base for the Metropolitan Washington area regional clerical recruiters. All recruitment is done in the name of CIA.

3. The recruitment activity conducted is both a proper and ethical Agency function. It is in compliance with applicable law and regulations. There are appropriate procedures to inform employees about compliance matters and to monitor compliance. The only media contacts are for the placement of overt recruitment advertisements.

4. It is too early in this survey of domestic activities to make useful judgments on the general recruitment practices of OP and on the validity of the guidance recruiters receive on the type of candidates desired. However, we find it appropriate for the recruiter to screen and make initial recommendations for employment. The decision to place an applicant in-process for security approval is properly made by the operating component who will employ the applicant. Recruiters did indicate they receive ample guidance from the operating components on the types of candidates desired.

E2 IMPDET
CL BY 055636

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5. We found that many individuals were interviewed for CIA professional employment at the Washington Area Recruitment Office. Most are more exploratory in their interest than firm in their intent. Although this creates a heavy interview burden but a low entry on-duty record, we feel this is a necessary activity for the area of the nation's capital.

6. Managerial style is appropriate for the activity, and morale appeared high.

7. The report contains no recommendations.

(signed)
John H. Waller
John H. Waller

Attachment, a/s

cc: DDA, w/att
cc: D/Pers, w/att

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OFFICE OF THE INSPECTOR GENERAL
INSPECTION REPORT

OFFICE OF PERSONNEL
WASHINGTON AREA RECRUITMENT OFFICE
DIRECTORATE OF ADMINISTRATION

DECEMBER 1977

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OFFICE OF PERSONNEL
WASHINGTON AREA RECRUITMENT OFFICE

Introduction

The Washington Area Recruitment Office (WARO) of the Office of Personnel (OP) is an overt facility located in a U.S. Government leased building in Rosslyn, Virginia. Nine Agency staff employees are on duty at WARO; six are employed as recruiters and three provide clerical support.

Along with the Chief, WARO, three recruiters serve as interviewers for clerical and professional applicants who walk-in to the recruitment office. The other recruiters serve the District of Columbia, Maryland and Virginia region as clerical recruiters.

During fiscal year 1977, WARO interviewed over [REDACTED] people; [REDACTED] were walk-ins and the remainder were interviewed by the regional clerical recruiters. During that period, WARO was credited with entering on-duty about [REDACTED] professionals from over [REDACTED] ng.

It is too early to make useful judgments on the general recruitment practices of OP and on the validity of the guidance recruiters receive on the types of candidates desired. These topics will be addressed after a wider sample of recruiters and their efforts are surveyed.

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Legal Compliance, Propriety and Ethics

From our review of recruitment policies and procedures, file reviews and interviews with personnel assigned, we conclude that WARO is in legal compliance with E.O. 11905 and [REDACTED] and other policy guidance. The recruitment activity conducted at WARO is both a proper and ethical Agency function. The recruiters are familiar with the provisions of E.O. 11905 and [REDACTED] and keep current on procedural and regulatory changes. All recruitment is done in the name of CIA but applicants are cautioned to restrict knowledge of their application to CIA in case they are placed under official cover. Media contacts are used for placing overt recruitment advertisements. Contact with federal agencies, state and local government organizations and educational institutions is in true name and as representatives of CIA.

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Management Effectiveness and Evaluation

The management style of WARO is appropriate for the activity conducted. The Chief was aware of his interviewers' schedules and plans. Workload was evenly assigned. Although heavily dependent upon walk-in applicants, WARO ratio of applicants placed into process with those who eventually enter on-duty matches the Agency average of three to one. Thus, WARO appears to be as effective as other recruitment efforts undertaken by the Agency.

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WARO's effectiveness must also be viewed from a public relations point of view. Recruiters were well aware of the public relations aspects of their jobs. In many instances they are the only contact an individual may have with CIA. We were impressed with the recruiters concern for establishing a positive attitude and leaving a favorable impression of CIA with applicants, particularly when no positions were available.

Personnel Management and Morale

Morale appeared high at WARO. Employees are properly motivated and understand the necessity of their functions. They are treated as individuals and participate in decisions affecting their jobs.

Selection of Candidates and Guidelines Given Recruiters

Recruiters appropriately screen and make initial recommendations for employment. The decision to place professional and technical applicants recommended by the recruiter in-process for a security approval is correctly a function of the operating component who will employ the applicant. Having this decision made centrally by OP Clerical Staffing Branch for clerical applicants also appears effective.

As an aid to recruiters in screening and recommending candidates, operating components of the Agency provide two basic documents; the Advanced Staffing Plan (ASP) and Recruitment Guides. The ASP is a

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forecast by fiscal year of the types and numbers of all personnel a component will need; this document is updated quarterly. The Recruitment Guide expands the ASP by providing a detailed description of the type of professional candidate desired, listing such criteria as education, experience and skills needed. The Recruitment Guide is supplemented by additional correspondence from the Agency component, discussions with recruiters during annual conferences, telephone contacts and comments on candidates rejected by the operating components. A standard Recruitment Guide is used for clerical employees.

Recruiters at WARO indicate they receive ample guidance on the types of candidates desired. We plan to survey more recruiters before making a more definitive evaluation on the guidance given recruiters.

Clerical Recruitment

WARO provides the Agency with most of the clericals who enter on-duty. Clericals are recruited at WARO by two methods; walk-ins and regional recruitment efforts. These efforts appear to tap all available sources. Newspaper ads are used to supplement both processes. WARO has authority to place ads, within certain budgetary constraints, in area newspapers. OP uses the advertising firm of [REDACTED] to structure ads and give advice if requested.

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During the initial interview, the clerical applicant's background is reviewed, his employment desires are ascertained, job openings, employee benefits and the need for security approval are explained. Following the initial interview, and if mutual interest is expressed, the clerical applicant is tested both for scholastic achievement and skill level in typing or shorthand when these skills are claimed. If test scores are satisfactory, personal history statement (PHS) forms are provided the individual and he is invited to formally submit an application.

The recruiters indicated that many individuals interviewed who meet Agency criteria for clerical employment do not formally apply. The reasons cited for not applying are the length of the application form, 17 pages, and the four month security approval wait. However,

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The basic distinction between a clerical candidate who walks into WARO and one handled by the regional clerical recruiter is that the regional recruiter seeks out the clerical candidate. Regional recruiters visit area high schools, secretarial training schools and community colleges. The initial point of contact is the school administrator with the recruiter identified as a CIA recruiter. Usually a working relationship is established with the school to explain the Agency's needs, benefits and openings

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and to test and interview potential applicants. The testing and interview procedures are similar to those used with walk-in candidates. The regional recruiters have found reception by the schools to be good and reported only a few instances of hostility; the hostile attitude was from teachers not students.

Professional Recruitment

Walk-in applicants for professional positions are interviewed at WARO. Although over [REDACTED] interviews were conducted during fiscal year 1977 with subjects interested in professional employment, WARO was credited with entering [REDACTED] on-duty. This low entry level reflects that WARO's walk-ins do not have the skills and education desired by the Agency. It also reflects that many individuals interviewing for CIA employment while in Washington, D.C. are more exploratory in their interest than firm in their intent. Despite its record of employments, we feel this a necessary activity for the area of the nation's capitol.

25X1A

25X1A

Minority Recruitment

As part of the Agency-wide goal of increased minority hiring, WARO recruits 20 individuals a year for Project OPPORTUNITY. The regional recruiter spends considerable time on this program, contacting advisors and interviewing students at inner-city high schools to get appropriate applicants. It is too early in the program's

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history to comment on its success but it does help satisfy the federal requirement for employing disadvantaged minorities.

Relations with Federal, State and Local Agencies

Regional recruiters properly contact government agencies, state and municipal employment commissions, and training sites for the handicapped for leads to possible candidates for employment. Applicant files at the Civil Service Commission are available to all federal agencies as a source of leads for potential candidates. The regional recruiter periodically reviews these files, contacts qualified candidates, explains CIA association, and invites the subject in for an interview and testing. Employment commissions are used for certain categories of applicants such as Executive Dining Room dishwashers and waiters. In outlying areas, employment commissions are used as locations for applicant interviews. This is usually helpful when responses are received to locally placed newspaper ads for technical positions. Contact is also made with the Veterans Administration and Military Discharge Centers to advise them of Agency needs with the goal of having the VA and the Discharge Centers refer qualified candidates to the recruiter. These sources, along with ads in newspapers serving the military forces, have been useful in finding candidates for technical positions. In order to offer equal opportunity to the handicapped,

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training sites and federal, state and municipal agencies who place the handicapped are contacted, Agency needs explained and requests for referrals made.

Special Interest Cases

WARO interviews most special interest cases. Over half of these special interest cases are referrals from congressional offices. The remaining special interest referrals are from other senior government officials. The Legislative Counsel and the Office of the Director of Personnel monitor these cases not only to limit undue influence but to ensure appropriate processing and opportunity for employment.

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The Director of Central Intelligence

Washington, D.C. 20505

Dave
For my Sat meeting
pls tell me how to in-
terpret this -

As I see it I told
DDO took in \$ 215 in FY 78 &
FY 79, including about \$30 (? money
bad professionals - sounds like
they never told recruiting -

STATINTL

In letter DDO telegraphs me
[redacted] (please) that won't need
to cut [redacted] because can't
recruit enough

STATINTL

This seems to say we can
& we can't - eg. perultimate
sentence [redacted]

STATINTL

~~Administrative - Internal Use Only~~

21 FEB 1978

MEMORANDUM FOR: Director of Central Intelligence

VIA : Deputy Director for Administration

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Fulfilling Recruitment Goals

REFERENCE : DCI Memo (ER 78-4405), dated 1 February 1978,
Subject: Applications of [REDACTED]

STATINTL

STATINTL

1. Action Requested: None; for information only.

2. In your 1 February memorandum concerning the [REDACTED] you mentioned that we were having trouble filling our recruiting quota this year. As we view the matter it is not one of filling total recruitment needs for the entire Agency but is a problem almost exclusively confined to professional recruitment of Career Trainees for the DDO. Career Trainee classes begin in January and July and extend 12 months for those going to the DDO. Historically, the students are counted against the Office of Training until they graduate and are then transferred into their selected component. Consequently, for a Career Trainee to be counted as FY-1978 input into the DDO, the student would have to have been enrolled in either of the classes starting in FY-1977. The requirements for DDO CT's entering [REDACTED] This quota is being met.

STATINTL

3. We believe you will find it of interest to review in context the total recruitment requirement and recruitment activity to date for FY-1978:

<u>Estimated</u> <u>FY 1978</u> <u>Requirements</u>	<u>Completed</u> <u>Applications</u> <u>Received in</u> <u>First 4 Months</u>	<u>Put in</u> <u>Process in</u> <u>First 4 Months</u>	<u>Entered on</u> <u>Duty in</u> <u>First 4 Months</u>
---	--	---	--

Professional/
Technical

Clerical

Totals



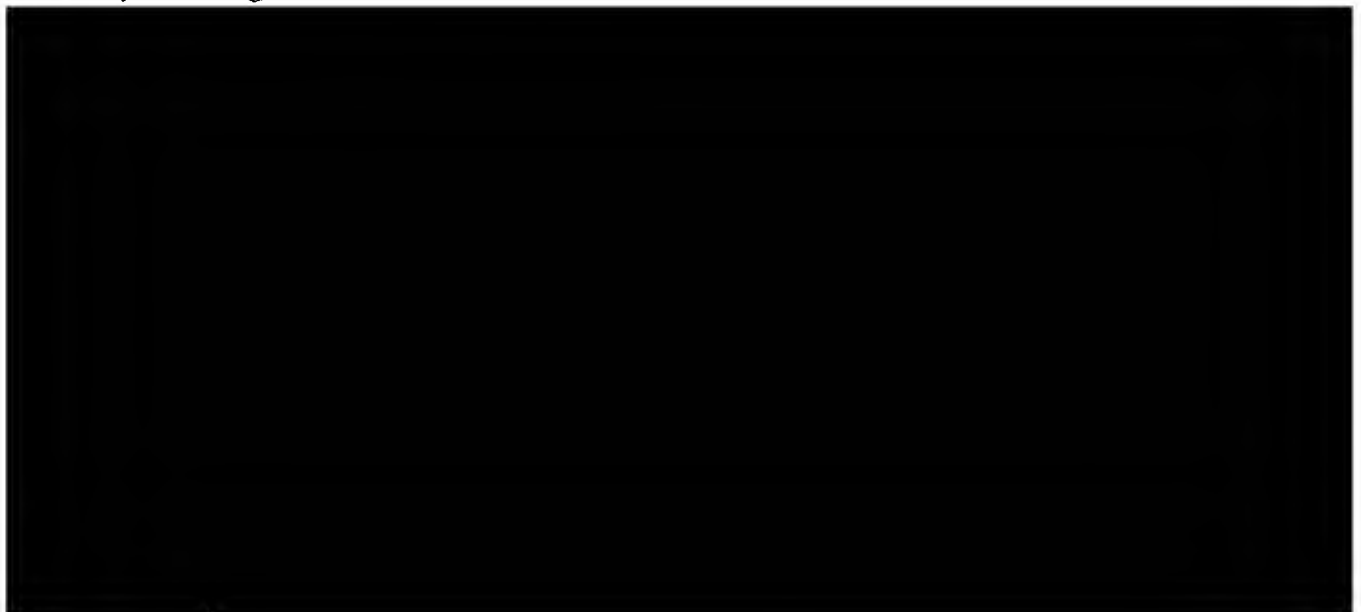
STATINTL

~~Administrative - Internal Use Only~~

4. Based on the experience of previous years, we will receive about 4,000 more completed applications during the rest of this fiscal year, put into process another [REDACTED] employees. We presume that we will have more than enough applications to meet actual requirements since, historically, component estimates have been greater than their actual needs. This latter fact, however, has changed as mentioned above as it pertains to the CT need by DDO.

STATINTL

5. This activity has taken place during the same time we have been attempting to place the 123 DDO employees who have asked for reassignment. So far, these employees have filled 40 of the requirements. It should also be noted that the largest number of employees enter on duty during the summer months, after graduation from school.




STATINTL

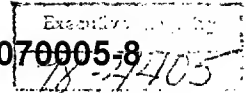
9. As we view the situation, and as we believe the facts above portray, the recruiting mechanism of the Agency has well responded to the recruitment needs that exist. There is, admittedly, the one-time problem now with us brought about because of the fact that the CT needs for DDO have been increased during this fiscal year. We are sanguine that we can meet these needs and are in close contact with DDO on the matter. The meeting of the needs is a qualitative as well as a quantitative problem. We have asked DDO to review their qualitative requirement for CT hiring. We have asked them

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also to review certain previously rejected applicants. There also exists the bureaucratic problem of how to bring this increased number to duty. The Office of Training historically has been the hiring entity and when the CT completed his training he was transferred to an operating component; i.e., DDO, NEAC, etc. OTR's capability to hire the new, higher number does not exist because the previous forecasts from DDO were lower. Again, we are working with DDO on this matter.


F. W. M. Janney

STATINTL



78-273

1 FEB 1978

MEMORANDUM FOR: Director of Personnel

FROM: Director of Central Intelligence

SUBJECT: Applications of [REDACTED] STATINTL

1. I would appreciate your keeping me posted on the applications of [REDACTED] who want employment with us.

2. Incidentally, [REDACTED] letter of 23 January to [REDACTED] has all the ring of a standard, bureaucratic, uninterested, impersonal response. No wonder we are having trouble refilling our recruiting quota this year!

[REDACTED]

STANSFIELD TURNER

STATINTL

cc: Acting DDCI

CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D.C. 20505

23 January 1978



STATINTL

Since receipt of your application papers, appropriate officials have been reviewing your qualifications carefully. We are doing everything possible to expedite a decision and will communicate with you again as soon as we have determined whether we have a suitable opening for you.

Thank you for the patience you have displayed. If you have any questions relative to the status of your application, please do not hesitate to write me.

Sincerely,

STATINTL



Deputy Director of Personnel
for Recruitment and Placement

RECEIVED
JAN 24 1978
B3



STATINTL

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DDA 78-0464/1

MEMORANDUM FOR: Director of Central Intelligence
 THROUGH: Deputy Director for Administration
 FROM: F. W. M. Janney
 Director of Personnel
 SUBJECT: Fulfilling Recruitment Goals
 REFERENCE: Memo to D/Pers fr DCI dtd 1 Feb 78, subj:
 Applications of [REDACTED]

STATINTL

1. Action Requested: None; for information only.

STATINTL

2. In your 1 February note concerning the [REDACTED] you mentioned that we were having trouble filling our recruiting quota this year. As we view the matter it is not one of filling total recruitment needs for the entire Agency but is a problem almost exclusively confined to professional recruitment of Career Trainees for the DDO. That problem arises because the original goal established by DDO for CTs for FY'78 [REDACTED]

25X1A

3. We believe you will find it of interest to review in context the total recruitment requirement and recruitment activity to date for FY'78:

	<u>Estimated FY 1978 Requirements</u>	<u>Completed Applications Received in First 4 Months</u>	<u>Put into Process in First 4 Months</u>	<u>Entered on Duty in First 4 Months</u>
Professional/ Technical	[REDACTED]			
Clerical				
TOTAL				

STATINTL

4. Based on the experience of previous years, we will receive about [REDACTED] year, put [REDACTED] new employees.

STATINTL

STATINTL

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PE'S 78-412

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58A Registry

78-0464/1

21 FEB 1978

MEMORANDUM FOR: Director of Central Intelligence

FROM: *Through* : F. W. M. Jarney
Director of Personnel

SUBJECT : Fulfilling Recruitment Goals

REFERENCE : Memo to D/Pers fr DCI dtd 1 Feb 78, subj:
Applications of [REDACTED]

STATINTL

1. Action Requested: None; for information only.

2. In your 1 February note concerning the [REDACTED], you mentioned that we were having trouble ~~refilling~~ our recruiting quota this year. The following chart gives our record to date this fiscal year:

STATINTL

	<u>Estimated FY 1978 Requirements</u>	<u>Completed Applications Received in First 4 Months</u>	<u>Put into Process in First 4 Months</u>	<u>Entered on Duty in First 4 Months</u>
Professional/ Technical	[REDACTED]			
Clerical				
TOTAL				

STATINTL

STATINTL

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STATINTL

Approved For Release 2001/03/04 : CIA-RDP81-00142R000500070005-8

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Approved For Release 2001/03/04 : CIA-RDP81-00142R000500070005-8
ROUTING AND RECORD SHEET

DDA 98-0464/1
Registry
Pers - 15

SUBJECT: (Optional)		EXTENSION		NO.	DATE
FROM: Director of Personnel 5E-58 HQ					2 8 FEB 1978
TO: (Officer designation, room number, and building)	DATE	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)		
	RECEIVED	FORWARDED			
1. Deputy Director for Administration		STATINTL	Update on [redacted] applicants since our memorandum of 6 February:		
2.		STATINTL	[redacted]		
3. Deputy Director of Central Intelligence			The Office of Central Reference has no suitable vacancy. Interviewed with NFAC/Operations Center and took PATB II (Professional Applicant Test Battery) on 22 February. Operations Center said it looked promising. Wants to see PATB II results. Subject has strong interest in [redacted] and they interviewed 27 February. [redacted] said he did quite poorly on the editorial test and they were unimpressed with the examples of his writing skills in his folder. They have dropped any interest.		
4.					
5. Director of Central Intelligence		STATSPEC			
6.		STATSPEC			
7.					
8.					
9.		STATINTL	[redacted]		
10.		STATSPEC STATSPEC STATSPEC	File sent to NFAC, [redacted] and Career Training Program on 7 February. NFAC and [redacted] have no suitable vacancies. She was interviewed by Career Training staff on 21 February. She is to recontact them in two weeks if she is interested in pursuing CT Program. Preliminary CT interview not too encouraging. File also sent to DDO/Career Management Staff on 27 February for review against Operations Research Assistant position.		
11.		STATSPEC			
12.					
13.					
14.					
15.		STATINTL	[redacted]		

Approved For Release 2001/03/04 : CIA-RDP81-00142R000500070005-8 Janney

Approved For Release 2001/03/04 : CIA-RDP81-00142R000500070005-8

Dist:

- 0 - Add
- 1 - DDCI
- 1 - ER
- 1 - DDA
- 1 - Each applicant file
- 1 - Special Interest File
- 1 - D/Pers Chrono
- 1 - FWMJ

D/Pers/FWMJanney:jmk (28 Feb 78)

UNCLASSIFIED	CONFIDENTIAL	SECRET
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EXECUTIVE SECRETARIAT

Routing Slip

DDA

TO:		ACTION	INFO	DATE	INITIAL
1	DCI		✓		
2	DDCI		✓		
3	D/DCI/IC				
4	DDS&T				
5	DDI				
6	DDA		✓		
7	DDO				
8	D/DCI/NI				
9	GC				
10	LC				
11	IG				
12	Compt				
13	D/Pers	✓			
14	D/S				
15	DTR				
16	A/DCI/PA				
17	AO/DCI				
18	C/IPS				
19	DCI/SS				
20					
21					
22					
SUSPENSE		15 Feb * Date			

Remarks:

* FOR STATUS report

STATINTL

Executive Secretary

15 Feb
Date

3637 (5-77)

TRANSMITTAL SLIP		DATE <i>28 Feb.</i>
TO: <i>D/Pers</i>		
ROOM NO.	BUILDING	
REMARKS: <i>Per our conversation - pls put a note on the re [REDACTED] para 1 of DCI's 1 Feb memo.</i>		
STATINTL [REDACTED]		
		EXTENSION

STATINTL

FORM NO. 241
1 FEB 55

REPLACES FORM 35-8
WHICH MAY BE USED.

(47)

TRANSMITTAL SLIP		DATE <i>28 Feb.</i>
TO: <i>D/Pers</i>		
ROOM NO.	BUILDING	
REMARKS: <i>Per our conversation - please put a note in the re [REDACTED] para 1 of DCI's 1 Feb memo.</i>		
STATINTL [REDACTED]		
F		
R	EXTENSION	

STATINTL

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)